



**भाकृअनुप – भारतीय चावल अनुसंधान संस्थान**  
**ICAR – INDIAN INSTITUTE OF RICE RESEARCH**  
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F.No.2-29/CoreBudget/2025

227

Date: 09.06.2025

**NOTIFICATION**

Walk – in Interview for selection to the post of **Young Professional - II (01 position) & Young Professional - I (01 position)** for Administration under “ICAR-IIRR Core Budget” project on 16<sup>th</sup> June, 2025 at 11.30 AM.

S.No.	Name of the position(s)	Consolidated pay	Qualifications
01.	<b>Young Professional - II (01 post)</b>  (Establishment section)	<b>Rs. 42,000/- p.m.</b>	<p><b><u>Essential Qualification:</u></b> Any Master's degree from a recognized university, preferably MCA.</p> <p><b><u>Desirable Qualifications:</u></b></p> <ul style="list-style-type: none"> <li>• Possesses Computer knowledge &amp; Proficiency in Computer applications with typing speed of 30 wpm preferably.</li> <li>• Possessing min. 5 years of working experience in Administration / Establishment section of a Govt./PSU/Autonomous organization.</li> <li>• Sending &amp; receiving of mails/letters of Admin section</li> <li>• Having practical knowledge in E-HRMS inclusive of leave details, maintaining personal data records, E-Office, PFMS, SAMARTH, ERP, GeM portal, on returns of RTI, legal, etc.</li> <li>• Booking of air tickets from authorized agenets.</li> <li>• Assisting Officials in operation of e-HRMS.</li> </ul>

02.	<b>Young Professional – I</b> <b>(01 position)</b>  (Cash & Bills section)	<b>Rs. 30,000/- p.m.</b>	<b><u>Essential Qualification:</u></b> Any graduate from a recognized university, preferably B.Tech in CSE. <b><u>Desirable Qualifications:</u></b> <ul style="list-style-type: none"> <li>• Possesses Computer knowledge &amp; Proficiency in Computer applications</li> <li>• Possessing min. 3 years in relevant field.</li> <li>• Practical knowledge in PFMS / SAMARTH Payroll, e-Office, Payments / Billing including payroll generation, RAs/SRFs pay bills, Income tax etc.</li> </ul>
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Eligible candidates may attend the Walk-in interview and they have to bring the application form, Aadhaar card, self- attested copies along with the original certificates of educational qualifications, experience certificates, additional qualifications (if any).

Original documents will be verified at the time of appointment or at later stage. If any candidate is found to have submitted false claims at later stage, their candidature will be summarily rejected.

### **Terms & Conditions**

1. The above post is purely temporary initially for one year it may be extendable based on the performance and fund availability.
2. Original documents will be verified at the time of interview or at any later stage.
3. Walk – in – interview of eligible candidates will be held.
4. The candidates will have to bring copy of filled-in application form duly signed as per the format annexed, along with the self-attested copies & original copies of documents of the qualifications and a recent photograph pasted onto the application.
5. The selected candidate will be required to produce all the original documents and medical certificate at the time of joining.
6. Only the eligible candidates would be interviewed.
7. Concealing of facts or canvassing in any form shall lead to disqualification or termination of such candidates.
8. Mobile Number and E-mail ID must be entered in the prescribed application form; therefore, the applicant must have a valid operative email and mobile number.
9. No Objection Certificate from the present employer is must, if the candidate is already working.
10. The decision of PI would be final and binding in all aspects.

  
(Shitanshu Kumar)  
Chief Administrative Officer

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